Completing a Travel Voucher

Log-in.

Double-click on . Click on **Doc Prep**. Read and click ***YES*** for DOD and Privacy statements. Enter **First Initial and Last Name** of user and enter user password. Click ***OK***.

DTS desktop screen appears. From **File** Menu, select **New** and **Voucher From Authorization**.

Select **Traveler** and **Travel Authorization** document & click ***OK***. Review & update any expenses or itinerary items on your voucher that varied from the original authorization. Ensure you have entered all travel related expenses incurred during your TDY.

Reviewing your Voucher

From **File** Menu, select **Print Preview**, Review **Voucher** to ensure all information is correct. If items are missing or incorrect, repeat above steps in the specific area to make necessary corrections (use Zoom to enlarge if needed). Click ***CLOSE*** to return to **Voucher** entry screen.

Click under Document Status, confirm **signed** Status, Enter your password in the **Signature PIN** block, and enter any supporting **Remarks**. Click ***OK***. Review Pre-Audit screen & justify items if needed. Click ***CLOSE,*** Click ***OK*** to continue stamping. Read certification statement & click ***OK***. Click ***YES*** to save & route. Enter Document **Name** and click ***OK***. From **File** Menu, select **Exit**. Click ***OK*** to save User Preferences.

Congratulations on completing your Travel voucher!

Note: Ensure payment method identified is correct for each expense. Expense method GOVCC means that split disbursement block on your Voucher form will be selected for split disbursement and paid directly to your Gov Charge Card account if your disbursing system/Service supports split disbursements.

Procedures for Authorizing Officials (Auth & Vouchers)

Double-click on

Click on **Route & Review**. Read **DOD Warning** and **Privacy Act**, click ***YES*** to acknowledge understanding. Enter **Username** and **password**. Click ***OK***. **Route & Review** screen appears. Select order of documents by clicking on sorting Category (**Awaiting Status, Dep Date, Etc...**). Select the **Authorization/Voucher** to be reviewed.

Click . Review **Pre-Audit Process results** items. If items are travel & mission required, & are properly justified. Click ***CLOSE***.

If items are questionable, highlight document again and click on , Click on **Icon** of related category for the item in question and review field contents to ensure they are in line with mission requirements & travel regulations.

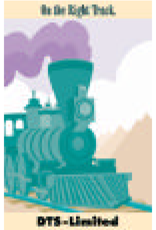
Make any necessary corrections as the AO or note comments for rejection if you will be returning the authorization without approval. Once finished, click on close box on upper right corner of Authorization screen. Click ***YES*** to save current, click ***YES*** again if you made adjustments to authorization. Enter a brief justification of changes or reasons for return and click ***OK***. Enter password in the **Adjustment Signature PIN** block and click ***OK***.

Signature

Highlight **Authorization/Voucher** & Click the signature icon. The **Pre-audit window** appears again. Click ***CLOSE***, the signature window appears. Select **status**, select **Approved** (if correct) or **Returned** (if being sent back for additional info), type **Remarks** to justify **approval** or clarify **changes** required for approval. Enter signature PIN, Click ***OK***, for funding. Click ***OK*** again to **save & route** document.

Click ***NO*** if no adjustments or ***YES*** if adjustments were made. Click **Exit** to return to **route and review** screen. Repeat process for additional Authorizations or Vouchers. Click ***OK*** to save **User Preferences**.

DTS-Limited
Step by Step Guide
For Travelers & AOs



Traveler Log-in

(**Traveler must be in DTS-Limited Sys**).

Double-click on .
Click on ***Doc Prep***. Read and click ***YES*** for DOD Warning and **Privacy Act Statement.** Enter **First Initial and Last name** of user (**limited to eight letters**) and enter user password. Click ***OK*.**

Completing a Travel Authorization

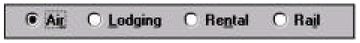
From **File** Menu, select **New** & click on **Authorization**. Confirm **SSN** is correct.

Click to confirm/correct traveler information for this authorization. Click ***OK***.
Click ***YES*** if changes to profile are permanent.
Click ***NO*** if changes are for this authorization.

Click . Select trip **Purpose** & **Type** from each . Type supporting comments in **Description** Field. Type **Begin** & **End** dates (**mm/dd/yy**) or **right click** mouse on field for **Calendar** (**double-click on day**). Select **Departing** & **Return** locations by clicking each . Confirm **Trip Duration**. Click ***ADD*** to select **Per Diem location**. Confirm **Arrival & Departure** dates for each location, enter Per Diem city or double-click in **Per Diem** field, type first letter of state/country & click on . Scroll & highlight state. Scroll & highlight city. Click ***SELECT***. Click ***OK***. To enter additional locations, select ***ADD*** & repeat steps. Click ***OK*** when finished.

Reservations (Contact CTO for to make reservations)

Click to view **Air** and **Rental Cars** reservation screen.



● Air ○ Lodging ○ Rental ○ Rail

For Air transportation

Select **Air Travel** for reservation type. Click ***ADD***, confirm **Departure/Arrival** dates(**mm/dd/yy**) & enter **Departure** time (**24 clock**). Enter **Departure** & **Arrival** Airport Codes. If code is unknown, click ⊞, click ***FIND,*** enter **city**, click ***OK***, scroll & highlight **airport,** click ***SELECT***. Click ***SEARCH*** to select flight information, scroll down & highlight desired airline flight **(if avail, contract flights must be selected and are marked with an *)**, click Ö**,** enter amount for segment **cost (note: contact CTO for actual fares and ensure they provide each flight segment cost)**. Click ***OK***. Click ***YES*** to enter your return segment or click ***NO***, then click ***ADD*** to enter additional segments and repeat the above steps. Ensure to change departure date & location. Click ***OK*** for Reservations Screen.

For Lodging

Select **Lodging** at top of reservation screen. Click ***ADD,*** confirm Check In & Check Out **Dates**, **Times.** Click ⊞. Select Hotel from ⬇,click Ö. Select **Room** & **Bed** from ⬇, enter daily **Cost** & **Confirmation #**, click ***OK***. Click ***YES*** to update Lodging Records.

For Rental Cars

Select **Rental** at top of reservation screen. Click ***ADD***, confirm Pick up & Drop off **Dates** & **Times**, click on ⊞ Select the rental company and **highlight** the rate line**.** Click the Ö**.** Confirm the **Cost** information is the same as provided by your CTO. Click ***OK***. Click ***ADD*** to enter additional locations & repeat above steps. Disregard Rail Reservation option in this screen. Click ***CLOSE*** to return to Authorization screen.

For Special Lodging & Perdiem Related Conditions

Click 🛏. Select initial date, click ***UPDATE*****,** verify daily lodging **costs** (**if approved to exceed above perdiem rate, place Ö in Actual Cost Box**)**,** any applicable duty conditions, select correct meal category & select number of Gov meals available or provided (if applicable). **Note: Military locations will default to quarters available.** Enter **values apply through** date if the values for this date will be consistent on one or more days in a row. Repeat for additional dates. Click ***OK*** to exit **Update Lodging / MI&E** screen . Click ***CLOSE*** to return to Authorization screen.

Verifying Air Transportation Costs

Click ✈ & verify **costs** are correct. Click **RESERVATIONS** to confirm flight segments are correct. Click ***CLOSE***.

If ticket is not being purchased on a Gov Travel Card, click **Update**. Choose correct payment **Type** (**CP=Gov Travel Card, CP-C=Gov Billed Account, GP=Gov Plane**) from ⬇ Click ***OK***. Click ***CLOSE***.

Reimbursable Expenses

Click 🚕. Confirm **Commercial Auto** cost is correct if you selected **Rental** on Reservations screen. Click ***ADD*** to enter additional expenses (**POV, Taxi, Excess Baggage, etc…**). Enter **Date** of expense, Select **Expense** from ⬇ or type in new expense item not listed. Click ***SAVE***.

Repeat these steps for additional expenses. Once all expenses have been added, click ***DONE***. Click ***CLOSE***.

Justifying Special authorized items, if required

Click ☑ to enter special authorized items. Scroll down other authorizations list & highlight special **Authorization**, Click ***SELECT***, enter **Remarks** (**will be printed on DD 1610**) and click ***OK***. Repeat this step as needed. Click ***CLOSE***.

Verifying Accounting Codes

Click ✎. **Highlight** the correct **accounting code** from the **Master Accounting Codes** that your AO directed you to use for this authorization. Click ***SELECT***. Click ***CLOSE***.

Special Mission Requirements

Click ⚑ enter justifications that support mission required items that vary from the standard. Click ***OK***.

Reviewing your Authorization

From **File** Menu, select **Print Preview**, Review **Authorization Orders** to ensure all information is correct. If items are missing or incorrect, repeat above steps in the specific area to make necessary corrections (use Zoom to enlarge if needed). Click ***CLOSE*** to return to **Authorization** screen.

Signing your Authorization

Click ✍ in **Document** Status to sign your authorization. Confirm **signed** is in the **Status** block, Enter your password in the **Signature PIN** block and enter any supporting **Remarks**, if needed. Click ***OK***. System will perform a **Pre-Audit** check. Check each audit failure item, if any (**note: fail means that the item listed deviates from standards and may require additional justification before routing**). To **enter** a justification, highlight failed item & click ***JUSTIFY***. Enter comments, click ***OK***. Repeat this step for all items that you want additional justification. Then click ***CLOSE***.

Click ***YES*** to continue stamping & saving document. Click ***YES*** to save & route. Enter Document **Name** and click ***OK***. From **File** Menu, select **Exit**. Click ***OK*** to save User Preferences.

Once your AO has approved your Travel Authorization, you are ready to hit the road TDY!